



Work Area 9 *ICT SKILLS*

3.15 USING SPREADSHEETS TO PRODUCE NON-ROUTINE SHEETS

- **LO78: Demonstrate ability to use a spreadsheet safely and securely to enter, edit and organise numerical and other data including more advanced formulas in order to meet the non-routine requirements of the office**



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| | |
|---------------------------|---|
| Work Area Code: | 9 |
| Work area title: | ICT SKILLS |
| Unit Code: | 3.15 |
| Unit Title: | USING SPREADSHEETS TO PRODUCE NON-ROUTINE SHEETS |
| Learning Outcomes Nos: | LO78 |
| Learning Outcomes titles: | <ul style="list-style-type: none"> LO78: Demonstrate ability to use a spreadsheet safely and securely to enter, edit and organize numerical and other data including more advanced formulas in order to meet the non-routine requirements of the office. |
| Recommended Duration: | 4 hours |
| Trainer: | |



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- To freeze rows:

- You may want to see certain rows or columns all the time in your worksheet, especially **header cells**.
- By **freezing** rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

1. Select the **row** below the row(s) you want to **freeze**



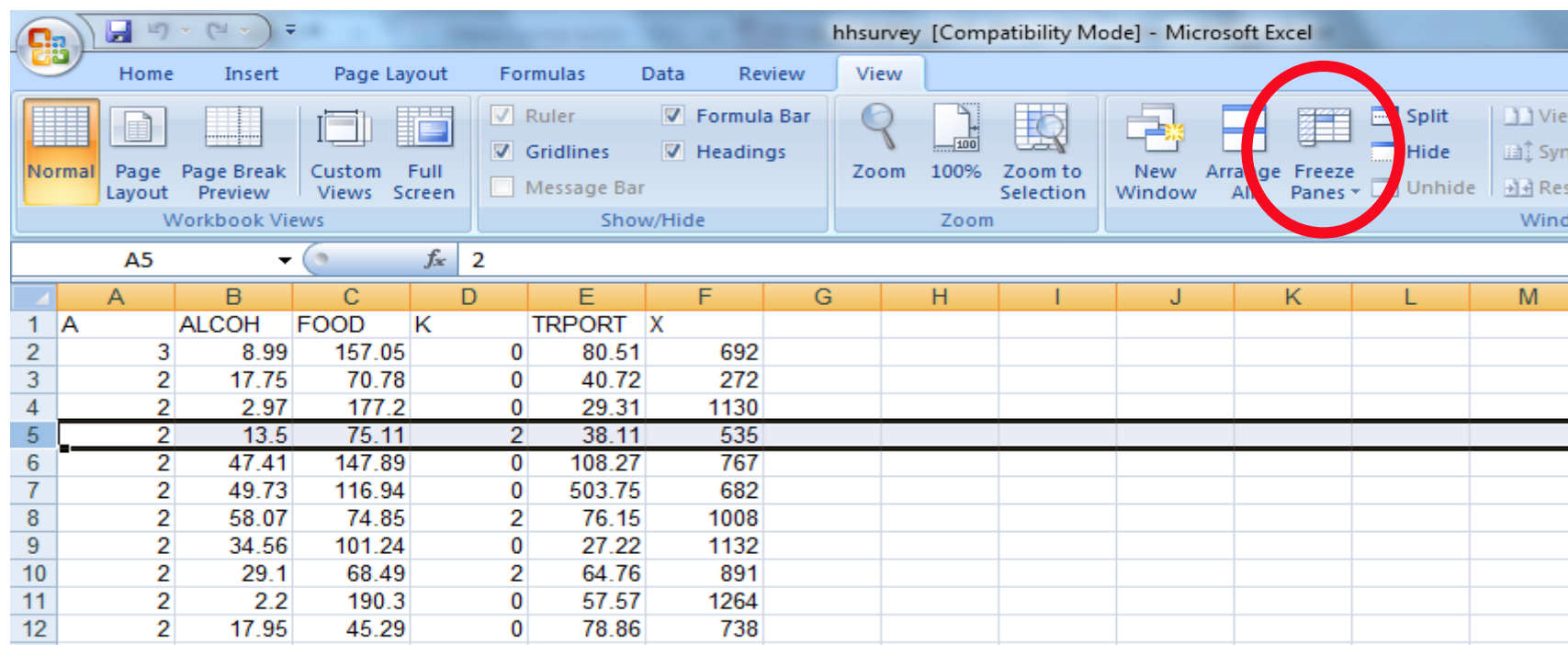
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Freeze rows function

2. Click the **View** tab on the **Ribbon**.
3. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



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Freeze rows function

4. The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we've scrolled down to row **28**.

| | A | B | C | D | E | F | G |
|----|---|-------|--------|---|--------|------|---|
| 1 | A | ALCOH | FOOD | K | TRPORT | X | |
| 2 | 3 | 8.99 | 157.05 | 0 | 80.51 | 692 | |
| 3 | 2 | 17.75 | 70.78 | 0 | 40.72 | 272 | |
| 28 | 2 | 1.95 | 67.37 | 1 | 254.83 | 881 | |
| 29 | 1 | 4 | 63.44 | 0 | 201.35 | 480 | |
| 30 | 2 | 21.29 | 58.29 | 0 | 36.51 | 660 | |
| 31 | 1 | 0.5 | 29.14 | 0 | 11.95 | 144 | |
| 32 | 1 | 4.38 | 172.57 | 4 | 244.89 | 616 | |
| 33 | 2 | 12.65 | 100.52 | 3 | 54.98 | 506 | |
| 34 | 2 | 20.55 | 53.78 | 0 | 21.74 | 192 | |
| 35 | 2 | 9.75 | 68.48 | 0 | 15.64 | 171 | |
| 36 | 3 | 43.5 | 75.44 | 0 | 42.33 | 1096 | |



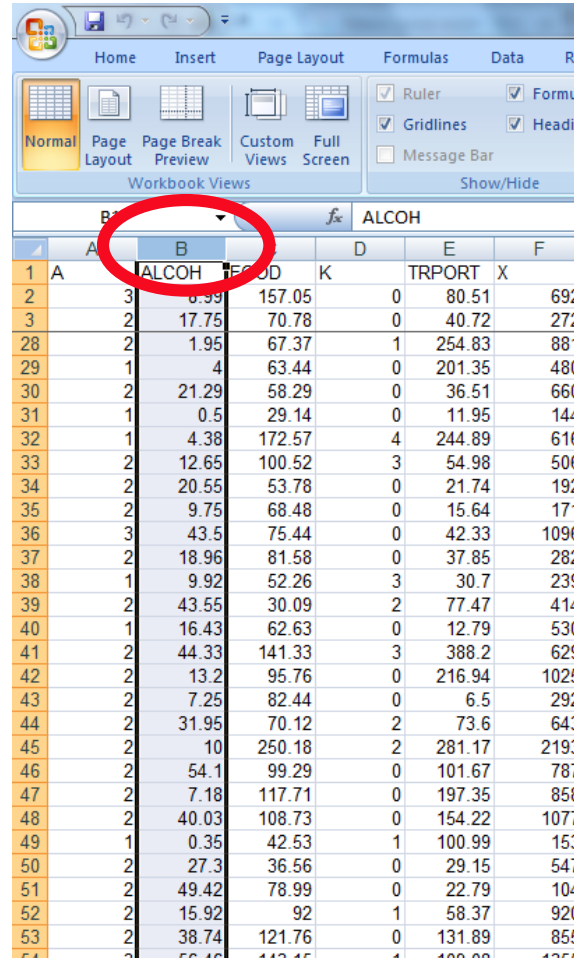
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Freeze columns function

1. Select the **column** to the right of the column(s) you want to **freeze**. In our example, we want to freeze **column A**, so we'll select column **B**.



| | A | B | C | D | E | F |
|----|---|-------|-------|--------|--------|--------|
| 1 | A | ALCOH | FOOD | K | TRPORT | X |
| 2 | | 3 | 8.99 | 157.05 | 0 | 80.51 |
| 3 | | 2 | 17.75 | 70.78 | 0 | 40.72 |
| 28 | | 2 | 1.95 | 67.37 | 1 | 254.83 |
| 29 | | 1 | 4 | 63.44 | 0 | 201.35 |
| 30 | | 2 | 21.29 | 58.29 | 0 | 36.51 |
| 31 | | 1 | 0.5 | 29.14 | 0 | 11.95 |
| 32 | | 1 | 4.38 | 172.57 | 4 | 244.89 |
| 33 | | 2 | 12.65 | 100.52 | 3 | 54.98 |
| 34 | | 2 | 20.55 | 53.78 | 0 | 21.74 |
| 35 | | 2 | 9.75 | 68.48 | 0 | 15.64 |
| 36 | | 3 | 43.5 | 75.44 | 0 | 42.33 |
| 37 | | 2 | 18.96 | 81.58 | 0 | 37.85 |
| 38 | | 1 | 9.92 | 52.26 | 3 | 30.7 |
| 39 | | 2 | 43.55 | 30.09 | 2 | 77.47 |
| 40 | | 1 | 16.43 | 62.63 | 0 | 12.79 |
| 41 | | 2 | 44.33 | 141.33 | 3 | 388.2 |
| 42 | | 2 | 13.2 | 95.76 | 0 | 216.94 |
| 43 | | 2 | 7.25 | 82.44 | 0 | 6.5 |
| 44 | | 2 | 31.95 | 70.12 | 2 | 73.6 |
| 45 | | 2 | 10 | 250.18 | 2 | 281.17 |
| 46 | | 2 | 54.1 | 99.29 | 0 | 101.67 |
| 47 | | 2 | 7.18 | 117.71 | 0 | 197.35 |
| 48 | | 2 | 40.03 | 108.73 | 0 | 154.22 |
| 49 | | 1 | 0.35 | 42.53 | 1 | 100.99 |
| 50 | | 2 | 27.3 | 36.56 | 0 | 29.15 |
| 51 | | 2 | 49.42 | 78.99 | 0 | 22.79 |
| 52 | | 2 | 15.92 | 92 | 1 | 58.37 |
| 53 | | 2 | 38.74 | 121.76 | 0 | 131.89 |



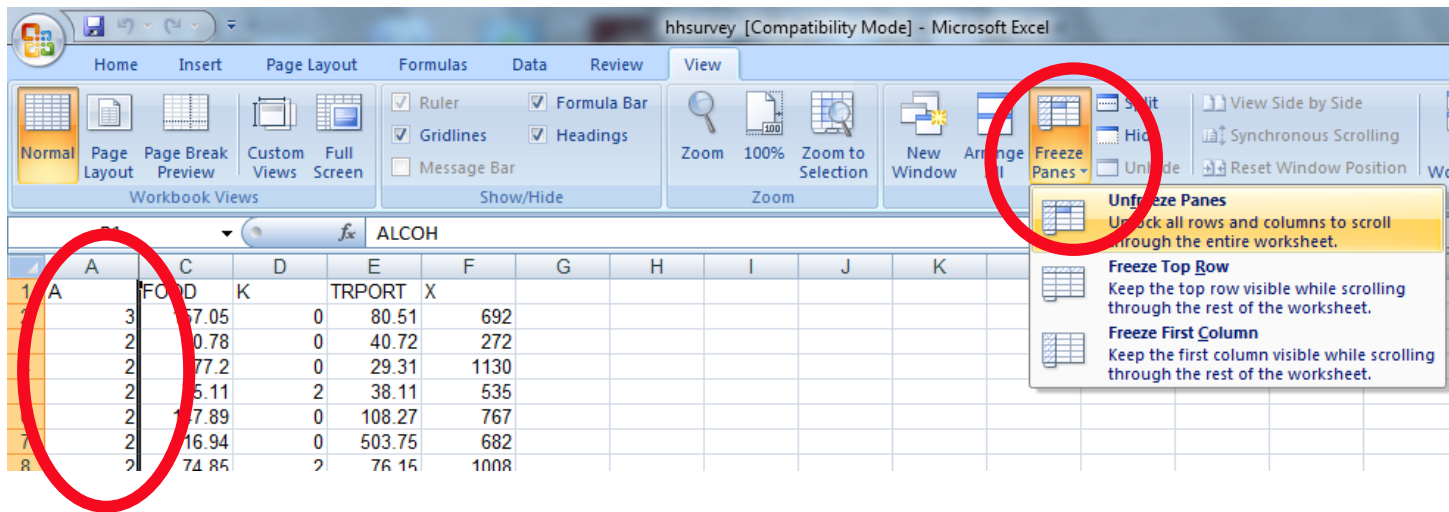
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Freeze columns function

2. Click the **View** tab on the **Ribbon**.
3. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



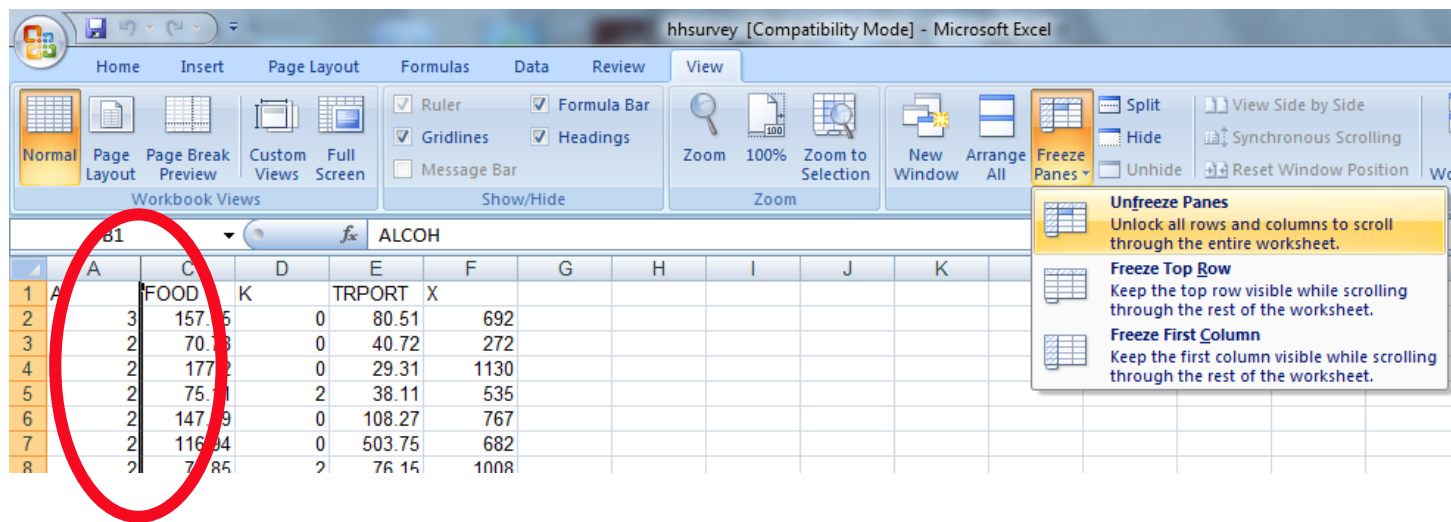
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Freeze columns function

4. The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.



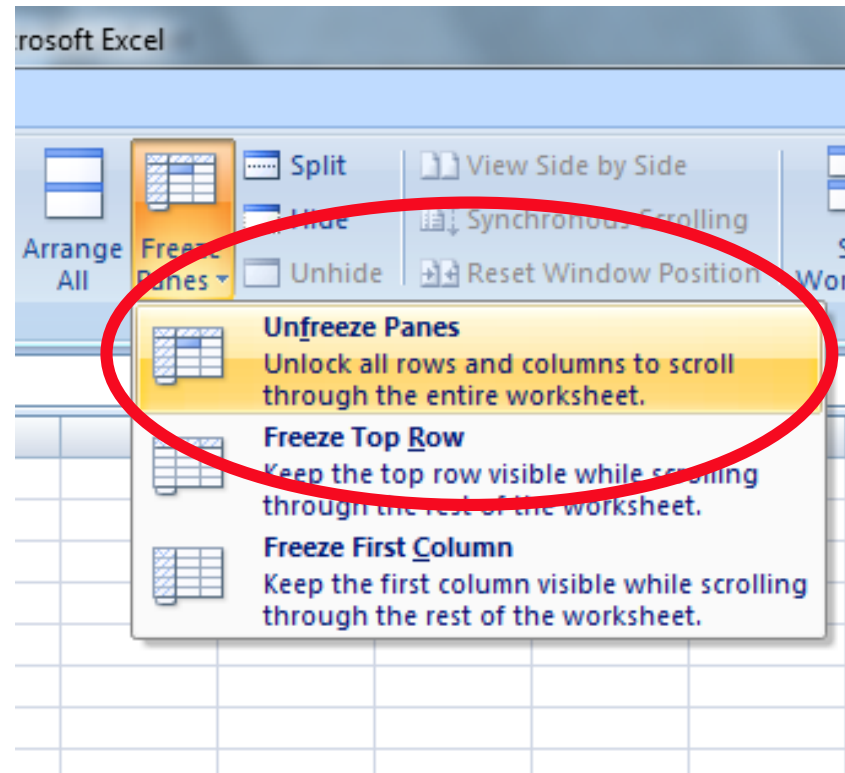
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Freeze columns function

TIP: To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



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- The IF function allows you to make logical comparisons between a value and what you expect.
- In its simplest form, the IF function says:
 - IF(Something is True, then do something, otherwise do something else)
- So an IF statement can have two results. The first result is if your comparison is True, the second if your comparison is False.



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IF function, examples

=IF(C2="Yes",1,2)

In the example, cell D2 says: *IF(C2 = Yes, then return a 1, otherwise return a 2)*

| | | |
|-------|-------------------|---------------|
| f_x | =IF(C2="Yes",1,2) | |
| | C | D |
| | Active? | Activity Code |
| | Yes | 1 |



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IF function, examples

=IF(C2=1,"Yes","No")

In this example, the formula in cell D2 says: *IF(C2 = 1, then return Yes, otherwise return No)*

| | | |
|----------------------|----------------------|---------------|
| <i>f_x</i> | =IF(C2=1,"Yes","No") | |
| | C | D |
| | Active? | Activity Code |
| | 1 | Yes |



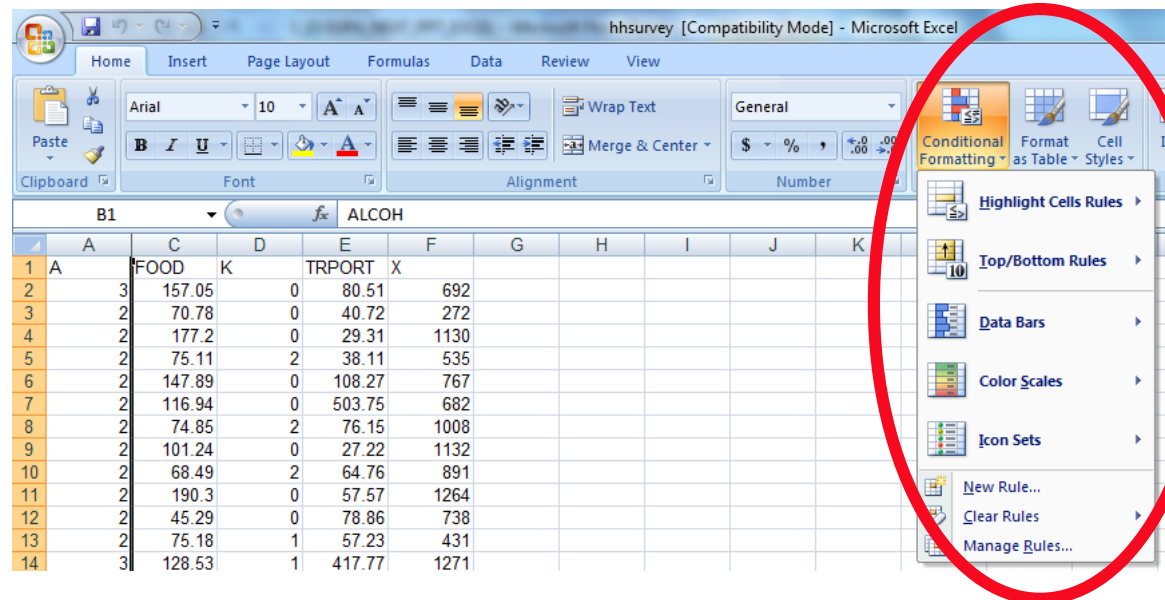
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Conditional formatting

- Conditional formatting applies one or more **rules** to any cells you want.
- Access it in the Home tab



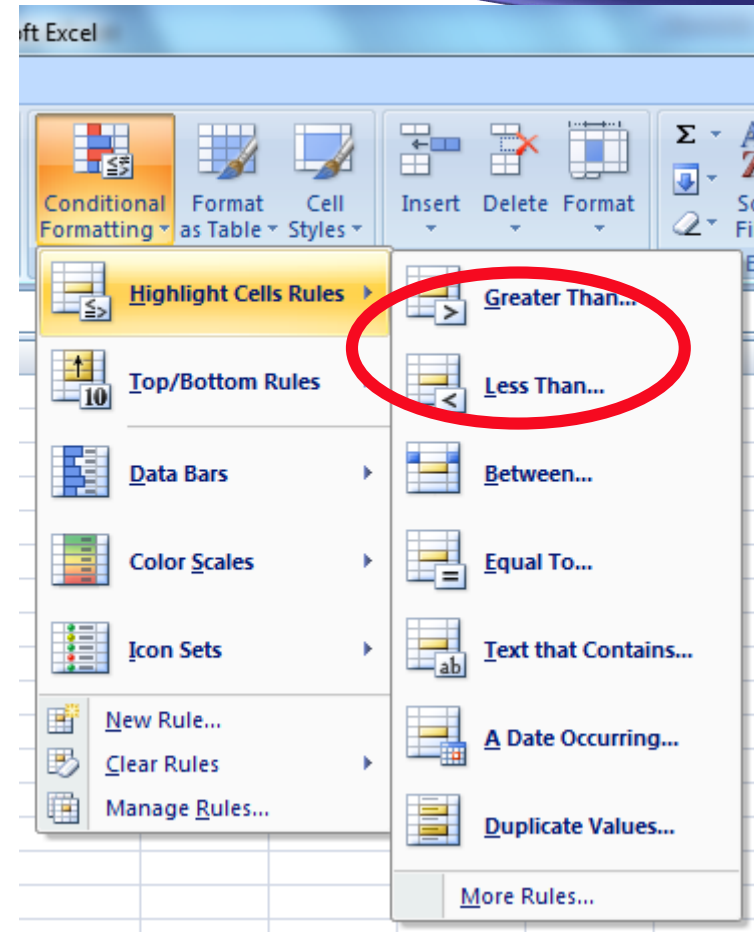
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Conditional formatting

- To create a conditional formatting rule:
- Select the **cells** you want to add formatting to.
- Select **Highlight Cells Rules** or **Top/Bottom Rules**. We'll choose Highlight Cells Rules for this example. A menu will appear with several **rules**.
- Select the desired rule (**Greater Than**, for example).



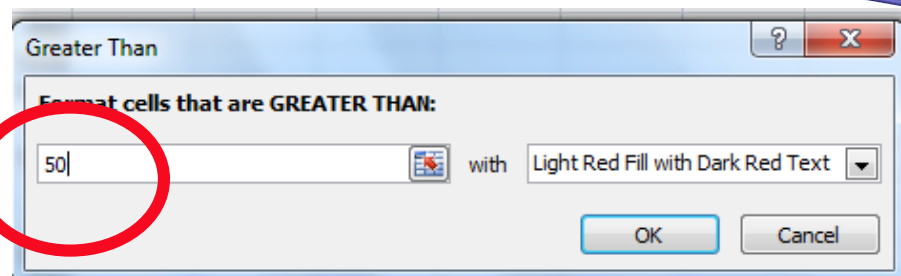
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Conditional formatting

- From the dialog box, enter a **value** in the space provided
- In this example, we want to format cells that are greater than 50, so we'll enter 50 as our value.
- Select a formatting style from the drop-down menu.
- Conditional formatting offers many more options and functions. Go ahead and explore!



| Clipboard | | Font | | Alignme | | |
|-----------|---|-------|--------|---------|--------|------|
| A1 | | fx | | A | | |
| | A | B | C | D | E | F |
| 1 | A | ALCOH | FOOD | K | TRPORT | X |
| 2 | 3 | 8.99 | 157.05 | 0 | 80.51 | 692 |
| 3 | 2 | 17.75 | 70.78 | 0 | 40.72 | 272 |
| 4 | 2 | 2.97 | 177.2 | 0 | 29.31 | 1130 |
| 5 | 2 | 13.5 | 75.11 | 2 | 38.11 | 535 |
| 6 | 2 | 47.41 | 147.89 | 0 | 108.27 | 767 |
| 7 | 2 | 49.73 | 116.94 | 0 | 503.75 | 682 |
| 8 | 2 | 58.07 | 74.85 | 2 | 76.15 | 1008 |
| 9 | 2 | 34.56 | 101.24 | 0 | 27.22 | 1132 |
| 10 | 2 | 29.1 | 68.49 | 2 | 64.76 | 891 |
| 11 | 2 | 2.2 | 190.3 | 0 | 57.57 | 1264 |
| 12 | 2 | 17.95 | 45.29 | 0 | 78.86 | 738 |
| 13 | 2 | 31.79 | 75.18 | 1 | 57.23 | 431 |
| 14 | 3 | 42.9 | 128.53 | 1 | 417.77 | 1271 |



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Removing conditional formatting

- Select the cells that have conditional formatting.
- In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
- Select **Clear Rules**.
- A menu will appear. You can choose to clear rules from the **Selected Cells, Entire Sheet, This Table, or This PivotTable**.



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- VLOOKUP lets you **search for specific information** in your spreadsheet.
- There are four pieces of information that you will need in order to build the VLOOKUP syntax:
 - The value you want to look up, also called the lookup value.
 - The range where the lookup value is located. Remember that the lookup value should always be in the first column in the range for VLOOKUP to work correctly.
 - The column number in the range that contains the return value. For example, if you specify B2: D11 as the range, you should count B as the first column, C as the second, and so on.
- The syntax for the VLOOKUP function in Microsoft Excel is:
- `VLOOKUP(value, table, index_number, [approximate_match])`



Creating a pivot table

- Click a cell in the source data or table range.
- Go to **Insert > Tables > PivotTable**.
- Excel will display the **Create PivotTable** dialog with your range or table name selected.
- In the **Choose where you want the PivotTable report to be placed** section, select **New Worksheet**, or **Existing Worksheet**. For **Existing Worksheet**, you'll need to select both the worksheet and the cell where you want the PivotTable placed.
- If you want to include multiple tables or data sources in your PivotTable, click the **Add this data to the Data Model** check box.
- Click **OK**, and Excel will create a blank PivotTable, and display the **PivotTable Fields** list.



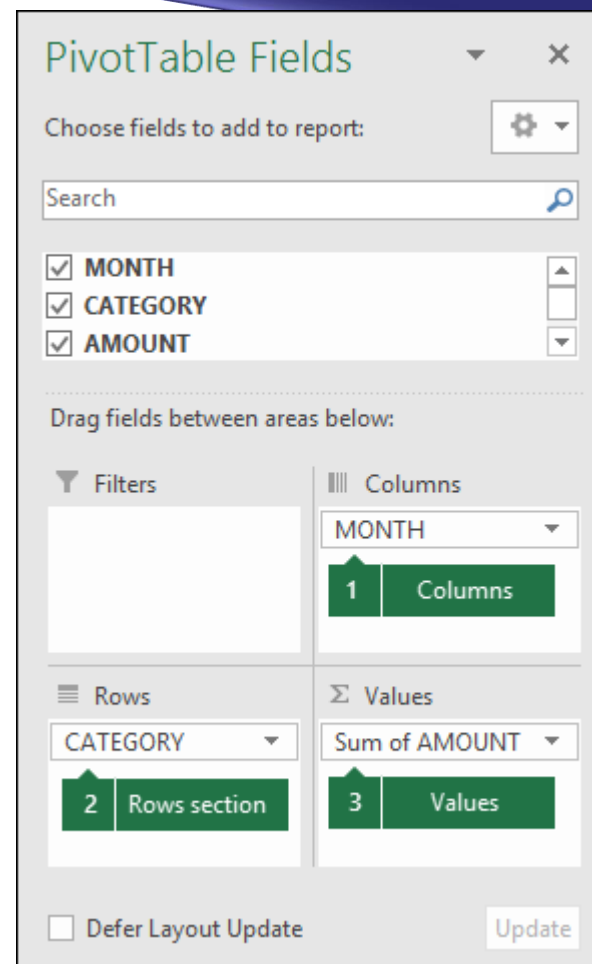
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Working with a pivot table

- In the **Field Name** area at the top, select the check box for any field you want to add to your PivotTable.
- By default, non-numeric fields are added to the **Row** area, date and time fields are added to the **Column** area, and numeric fields are added to the **Values** area.
- You can also manually drag-and-drop any available item into any of the PivotTable fields, or if you no longer want an item in your PivotTable, simply drag it out of the Fields list or uncheck it.



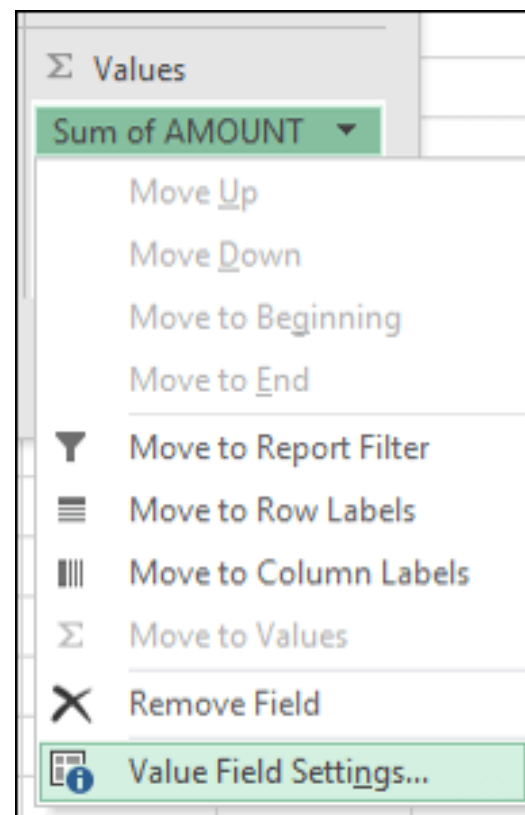
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Working with a pivot table

- **Summarize Values By**
- By default, PivotTable fields that are placed in the **Values** area will be displayed as a **SUM**.
- If Excel interprets your data as text, it will be displayed as a **COUNT**.
- This is why it's so important to make sure you don't mix data types for value fields.
- You can change the default calculation by first clicking on the arrow to the right of the field name, then select the **Value Field Settings** option.



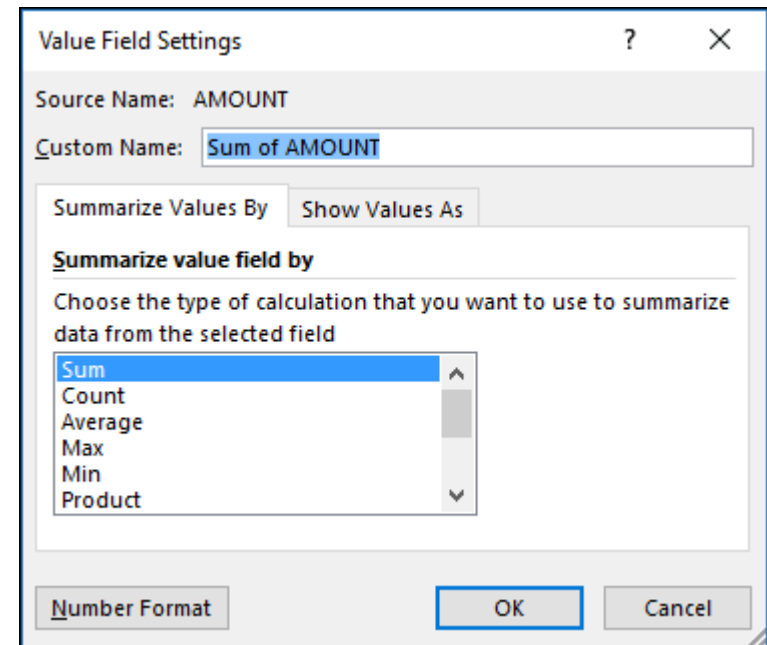
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Working with a pivot table

- Next, change the calculation in the **Summarize Values By** section. Note that when you change the calculation method, Excel will automatically append it in the **Custom Name** section, like "Sum of FieldName", but you can change it.
- If you click the **Number Format** button, you can change the number format for the entire field.



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Essential advanced formulas

1. SUM

- Formula: =SUM(5, 5) or =SUM(A1, B1) or =SUM(A1:B5)
- The SUM formula allows you to add 2 or more numbers together. You can use cell references as well in this formula.



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Essential advanced formulas

2. COUNT

- Formula: =COUNT(A1:A10)
- The count formula counts the number of cells in a range that have numbers in them.
- This formula only works with numbers. It only counts the cells where there are numbers.



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Essential advanced formulas

3. COUNTA

- Formula: =COUNTA(A1:A10)
- Counts the number of non-empty cells in a range. It will count cells that have numbers and/or any other characters in them.
- The COUNTA Formula works with all data types.
- It counts the number of non-empty cells no matter the data type.



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Essential advanced formulas

- 4. LEN

- Formula: =LEN(A1)
- The LEN formula counts the number of characters in a cell, incl. spaces

5. TRIM

- Formula: =TRIM(A1)
- Deletes spaces in a cell, except for single spaces between words.



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Essential advanced formulas

6. RIGHT, LEFT, MID

- Formulas: = RIGHT(text, number of characters), =LEFT(text, number of characters), =MID(text, start number, number of characters).
- These formulas return the specified number of characters from a text string.
- RIGHT gives you the number of characters from the right of the text string
- LEFT gives you the number of characters from the left
- MID gives you the specified number of characters from the middle of the word.



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Essential advanced formulas

7. SUMIF, COUNTIF, AVERAGEIF

- Formulas: =SUMIF(range, criteria, sum_range), =COUNTIF(range, criteria), =AVERAGEIF(range, criteria, average_range)
- These formulas all do their respective functions (SUM, COUNT, AVERAGE) IF the criteria are met.
- There are also the formulas: SUMIFS, COUNTIFS, AVERAGEIFS where they will do their respective functions based on multiple criteria you give the formula.



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Essential advanced formulas

8. CONCATENATE

- Combining data in 2 (or more) different cells into one cell.
- This can be done with the Concatenate excel formula or it can be done by simply putting the & symbol in between the two cells.
- If I have “EUPA” in cell A1 and “NEXT” in cell B1 I could put this formula: =A1&” “&B1 and it would give me “EUPA NEXT”.



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Essential advanced formulas

More Excel Formulas

- Time formulas (NOW, TODAY, MONTH, YEAR, DAY, etc.)
- Other formulas like AND and OR



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Inserting charts in Excel

- To insert a chart:
- Select the **cells** you want to chart, including the **column titles** and **row labels**. These cells will be the **source data** for the chart.
- In our example, we have selected cells A1:F24.

| | A | B | C | D | E | F |
|----|---|-------|--------|---|--------|------|
| 1 | A | ALCOH | FOOD | K | TRPORT | X |
| 2 | 3 | 8.99 | 157.05 | 0 | 80.51 | 692 |
| 3 | 2 | 17.75 | 70.78 | 0 | 40.72 | 272 |
| 4 | 2 | 2.97 | 177.2 | 0 | 29.31 | 1130 |
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| 6 | 2 | 47.41 | 147.89 | 0 | 108.27 | 767 |
| 7 | 2 | 49.73 | 116.94 | 0 | 503.75 | 682 |
| 8 | 2 | 58.07 | 74.85 | 2 | 76.15 | 1008 |
| 9 | 2 | 34.56 | 101.24 | 0 | 27.22 | 1132 |
| 10 | 2 | 29.1 | 68.49 | 2 | 64.76 | 891 |
| 11 | 2 | 2.2 | 190.3 | 0 | 57.57 | 1264 |
| 12 | 2 | 17.95 | 45.29 | 0 | 78.86 | 738 |
| 13 | 2 | 31.79 | 75.18 | 1 | 57.23 | 431 |
| 14 | 3 | 42.9 | 128.53 | 1 | 417.77 | 1271 |
| 15 | 2 | 26.97 | 95.63 | 3 | 70.1 | 709 |
| 16 | 1 | 18.69 | 81.14 | 0 | 109.1 | 451 |
| 17 | 2 | 39.73 | 117.34 | 3 | 100.73 | 975 |
| 18 | 1 | 7.28 | 63.56 | 0 | 18.98 | 309 |
| 19 | 2 | 46.3 | 110.51 | 2 | 79.34 | 775 |
| 20 | 1 | 5.13 | 40.64 | 0 | 31.95 | 206 |
| 21 | 2 | 13.85 | 241.23 | 3 | 157.12 | 445 |
| 22 | 3 | 26.87 | 158.49 | 1 | 109.89 | 797 |
| 23 | 2 | 3.6 | 98.25 | 2 | 7.13 | 495 |
| 24 | 3 | 0.7 | 80.02 | 1 | 26.42 | 732 |
| 25 | 2 | 3.83 | 115.03 | 3 | 22.6 | 859 |
| 26 | 2 | 58.13 | 244.31 | 0 | 155.09 | 1903 |
| 27 | 1 | 5.2 | 60.8 | 0 | 41.65 | 476 |
| 28 | 2 | 1.95 | 67.37 | 1 | 254.83 | 881 |
| 29 | 1 | 4 | 63.44 | 0 | 201.35 | 480 |
| 30 | 2 | 21.29 | 58.29 | 0 | 36.51 | 660 |
| 31 | 1 | 0.5 | 29.14 | 0 | 11.95 | 144 |
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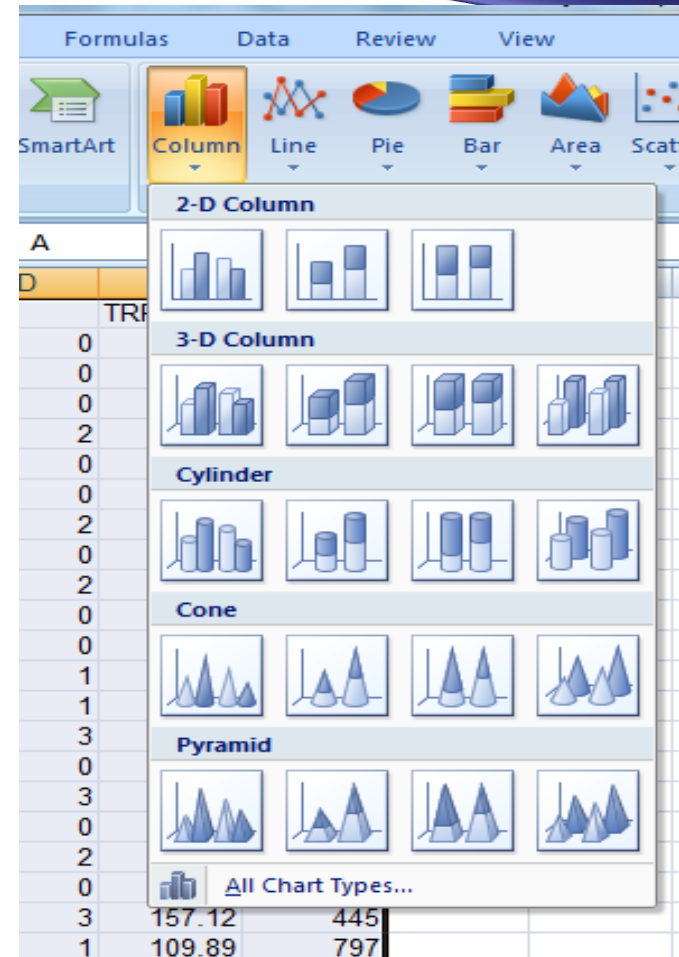
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Inserting charts in Excel

- From the **Insert** tab, click the desired **Chart** command. In our example, we'll select **Column**.
- Choose the preferred **chart type** from the drop-down menu



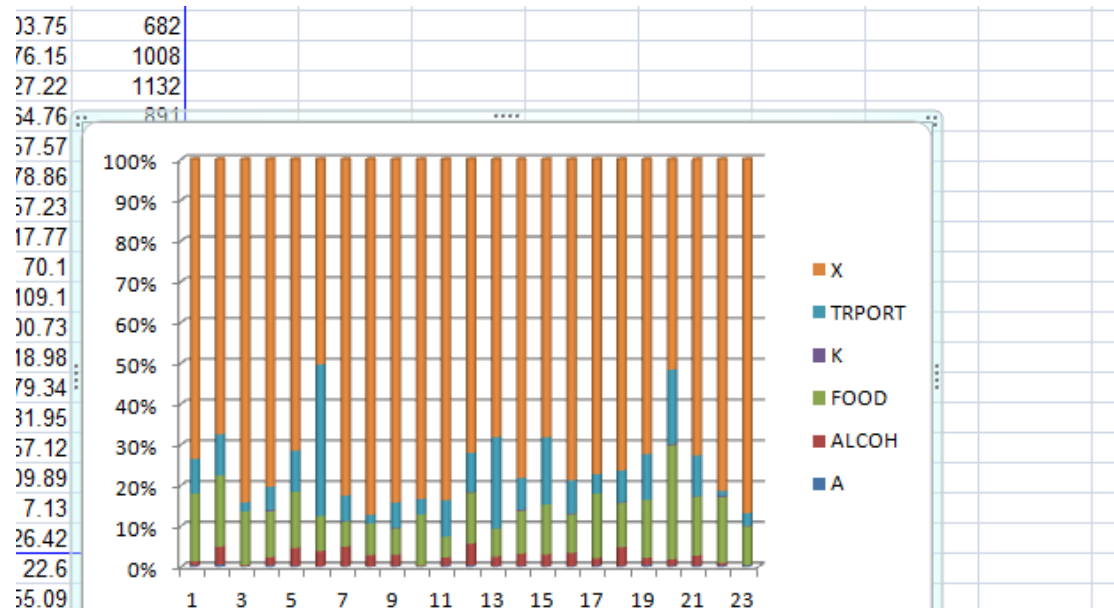
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Inserting charts in Excel

- The selected chart will be inserted in the worksheet.
- Excel allows you to add **chart elements**
- To add a chart element, click the **Add Chart Element** command on the **Design** tab, then choose from the drop-down menu.



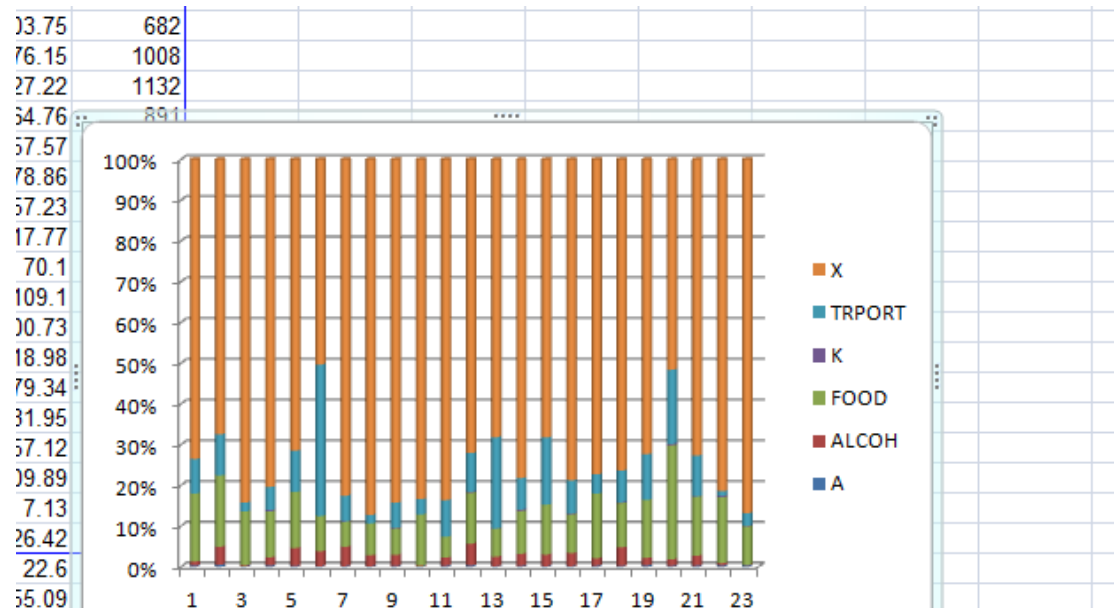
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- Excel allows you to add **chart elements**
- To add a chart element, click the **Add Chart Element** command on the **Design** tab, then choose from the drop-down menu.



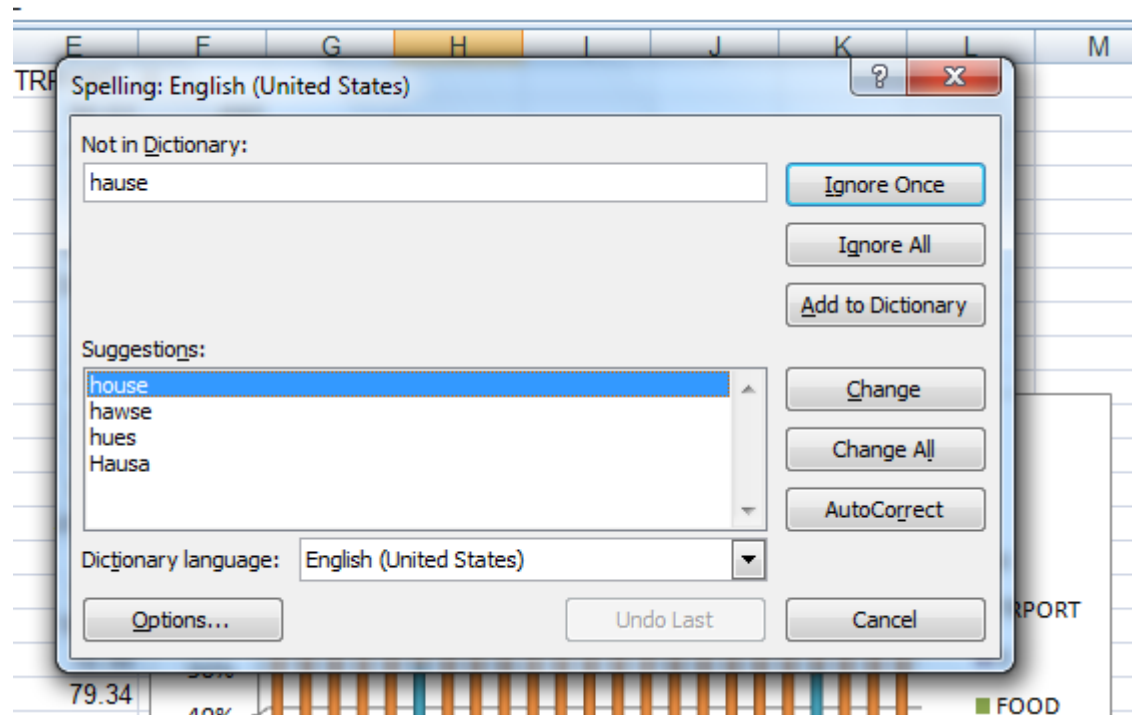
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Spelling and grammar in Excel

- From the Review tab, click Spelling.
- The Spelling dialog box will appear. For each spelling error in your worksheet, Spell Check will try to offer suggestions for the correct spelling
- A dialog box will appear after reviewing all spelling errors. Click OK to close Spell Check.



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- Which functions of excel are necessary for creating or processing non routine documents?
- How can we check spelling and grammar of a spreadsheet?
- How can we add a chart?



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- Excel spreadsheets organize information
- Formulas and Functions
 - Freeze panes
 - If functions
 - Conditional formatting
 - Vlookup
 - Pivot tables
 - Other formulas
 - Charts
 - Spelling and grammar



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Methodological tool

Create a spreadsheet

EUPA_LO78_M_01



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Well Done!

You have completed this unit



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